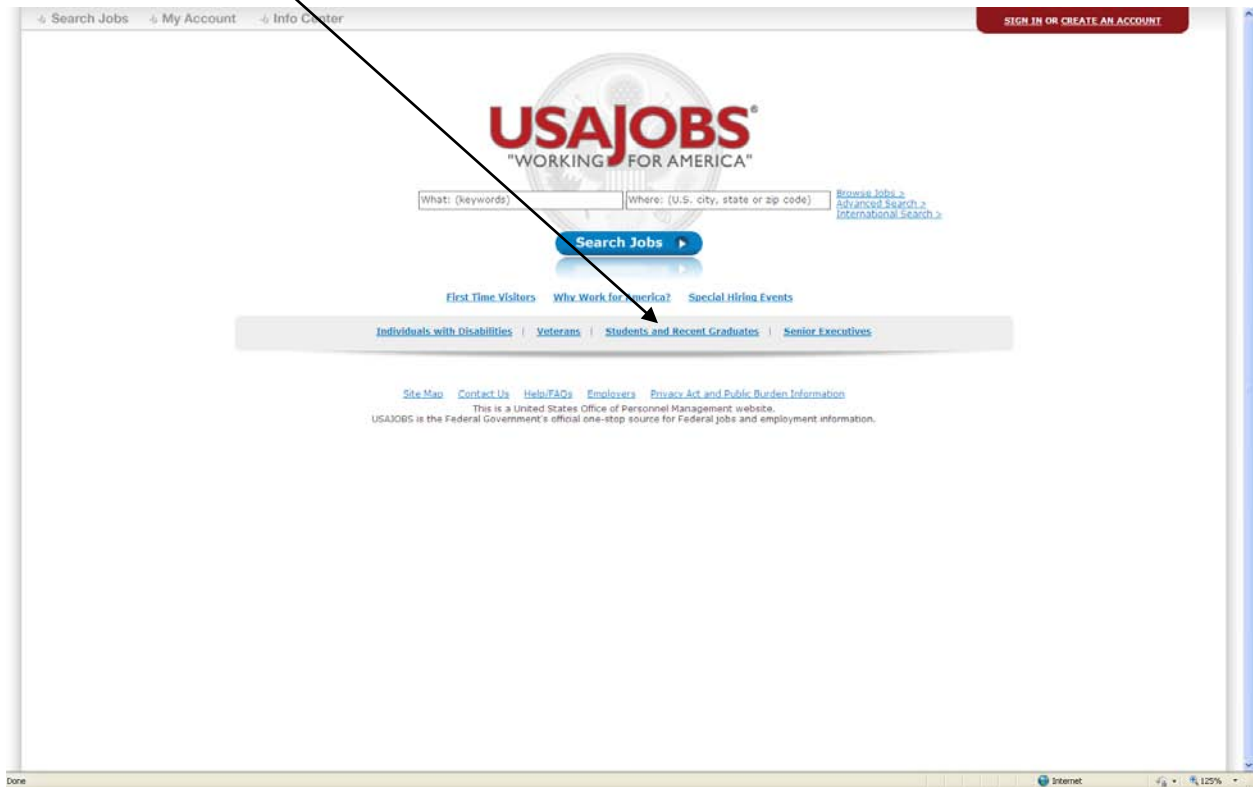


STUDENTS HOW TO SEARCH AND APPLY FOR JOBS ON THE USAJOBS WEBSITE

STEP 1: Locate the USAJOBS website at <http://usajobs.gov>

STEP 2: Select “Students and Recent Graduates”



STEP 3: Enter desired search criteria here.

The screenshot shows the USAJOBS Student Jobs website. At the top, there are navigation links for Search Jobs, My Account, and Info Center, along with a sign-in/registration button. The main header features the USAJOBS and STUDENTJOBS logos. Below this is a section titled "Students and Recent Graduates Educational Employment". On the left is a photo of three diverse young people. To the right of the photo is a welcome message and a search form. The search form includes fields for "What: (keywords)", "Where: (U.S. city, state or zip code)", and a dropdown menu for "All Student Jobs". A "Search Jobs" button is at the bottom of the form. Below the search section are two columns: "Resources" with links to various programs, and "What you need to know..." with bullet points about hiring programs, entry level employment, and additional opportunities.

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS **STUDENTJOBS**
"WORKING FOR AMERICA'S FUTURE"

Students and Recent Graduates Educational Employment

Welcome Students and Recent Graduates

Your career in the Federal Government starts here! We offer valuable job experience, training opportunities, excellent benefits, and opportunity for advancement. Whether you are a student in high school, college, or graduate school seeking work experience or you are about to graduate and begin your career, consider Federal service!

What: (keywords)

Where: (U.S. city, state or zip code)

All Student Jobs

Search Jobs

Resources

- [Federal Jobs by College Major](#)
- [Student Educational Employment Programs \(STEP/SCEP\)](#)
- [Student Career Experience Program \(SCEP\)](#)
- [Internships](#)
- [Summer Employment](#)
- [Volunteer Service](#)

[Student Educational Employment Programs \(OPM\)](#) - Detailed information for agencies interested in hiring through the STEP and SCEP programs

[Federal Career Intern Program \(OPM\)](#) - Information about the Federal Career Intern Program and how to apply

What you need to know...

- Governmentwide Hiring Programs for Students** - Current students who are primarily interested in part-time or seasonal work should consider the Student Temporary Employment Program (STEP), the Student Career Experience Program (SCEP), or various internships, summer jobs, and volunteer experiences. Individuals interested in starting a Federal career may be interested in SCEP, the Federal Career Intern Program, or the Presidential Management Fellows Program (graduate students). Search student jobs above.
- Entry Level Employment upon Graduation** - Individuals with an Associate's degree or equivalent will generally be considered at the GS-4, with a Bachelor's degree at the Grade 5 (GS-7 with superior academic achievement), with a Master's degree at the GS-9, and a PhD at the GS-11. See [chart](#) for details. Simply search for jobs you qualify for and follow the instructions on how to apply. [Search for employment opportunities.](#)
- Additional Opportunities for Students and Recent Graduates** - Discover other educational employment opportunities, including **Apprenticeships, Cooperatives, Fellowships, Grants, Internships and Scholarships.** These opportunities are available to eligible students from high school through doctorate level. The programs are offered throughout the year, with durations varying from 6 weeks to several years. Application requirements and deadlines will differ for each program. Read and comply with all application instructions listed for each individual opportunity. [Search for additional opportunities for students and recent graduates.](#)

Done Internet 125%

STEP 4: Seattle, WA was entered and the results are shown below.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links: Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right, with a dropdown menu showing 'Where: (U.S. city, state or zip code)' and 'Seattle, WA'. Below the search bar, there are links for 'Browse Jobs', 'Advanced Search', and 'International Search'. A sidebar on the right contains a 'Current Search' section with radio buttons for 'Only Public Jobs Open To ALL U.S. Citizens' and 'ALL Jobs (Public And Status)'. Below this is a 'You Added ...' section with a list of saved searches: 'Seattle, WA' and 'All Student Jobs', each with a 'Remove' link. The main content area shows a table of search results. The table has columns for 'Closing', 'Job Summary', 'Agency', 'Location', and 'Salary'. The first result is for a 'STUDENT TRAINEE (VARIOUS INDUSTRIAL TRADES)' position, closing on 10/31/2011, at the 'Navy, Commander in Chief of the US Pacific Fleet' in 'WA-Bremerton WA, Bangor', with a salary of '\$27,068.00+'. A 'View Map' link is provided for this result. The page footer includes a 'feature' section with a logo for 'U.S. & HAWAIIAN SERVICES'.

Search Jobs My Account Info Center

What: Keyword Tip

Where: (U.S. city, state or zip code) Seattle, WA

Radius: 20 miles

Browse Jobs Advanced Search International Search

Save this search and email me jobs

Current Search

Only Public Jobs Open To ALL U.S. Citizens

ALL Jobs (Public And Status)

You Added ...

Seattle, WA Remove

All Student Jobs Remove

Clear All And Start New Search

Refine Your Results

Salary

Grade

Occupations

Agencies

Student Jobs Modify Or Select More

All Student Jobs

Work Schedule

Tenure

Exclude These

RSS Feed Of This Search

Search Results 1-1 of 1 Page: [1] Page 1 of 1

Closing	Job Summary	Agency	Location	Salary
10/31/2011	STUDENT TRAINEE (VARIOUS INDUSTRIAL TRADES)	Navy, Commander in Chief of the US Pacific Fleet	WA-Bremerton WA, Bangor	\$27,068.00+

Expand View Map Save Job More like this

Search Results 1-1 of 1 Page: [1] Page 1 of 1

feature

U.S. & HAWAIIAN SERVICES

STEP 5: Review the vacancy announcement and select the “Apply Online” button to apply for these vacancies.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". The USAJOBS logo is prominently displayed. A search bar is located at the top right, with fields for "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below the search bar, there are links for "Browse Jobs", "Advanced Search", and "International Search".

The main content area shows a job announcement for the Department of the Navy. The job title is "STUDENT TRAINEE (VARIOUS INDUSTRIAL TRADES)". The department is "Department Of The Navy", and the agency is "Commander in Chief of the U.S. Pacific Fleet". The job announcement number is "NWS-XXXX-01-QOAPPR".

Key details include:

- SALARY RANGE:** \$27,068.00 - \$31,597.00 /year
- OPEN PERIOD:** Sunday, October 31, 2010 to Monday, October 31, 2011
- SERIES & GRADE:** WG-2801, 2601, 3401, 3101, 3601-01
- POSITION INFORMATION:** Full-Time [Student Career Experience Program](#)
- DUTY LOCATIONS:** Many vacancies - Bremerton WA, Bangor WA
- WHO MAY BE CONSIDERED:** Applications will be accepted from United States citizens.

The **JOB SUMMARY:** states that the Puget Sound Naval Shipyard/Intermediate Maintenance Facility is recruiting for the Student Career Experience Programs in services, machinery, mechanical, electrical and structural disciplines.

At the bottom, there is a list of job codes: WG-2601-01, WG-2801-01, WG-3101-01, WG-3401-01, WG-3601-01, WG-3701-01, WG-3801-01, WG-4101-01, WG-4201-01, WG-4301-01, WG-5201-01, WG-5301-01, WG-5801-01, and WG-6001-01.

On the right side, there is a section titled "Go to section of this Job:" with a dropdown menu. Below this are four buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". An arrow from the instruction text points to the "Apply Online" button.

Below the buttons, there is "Agency Information" which states: "If you are unable to apply online using the How To Apply steps, please follow hardcopy instructions at <https://chart.donhr.navy.mil/info/Job%20KIT.pdf>, * *".

There is also "Questions about this job:" with contact information: "Resume Intake & Employment Information", "Phone: 1-800-378-4559", and "TDD: 1-619-615-5649".

At the bottom right, the "Job Announcement Number:" is "NWS-XXXX-01-QOAPPR" and the "Control Number:" is "1732503".

STEP 6: Follow the application instructions exactly. If you have questions or encounter problems, contact the number located at “Questions about this job:”

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The main header features the USAJOBS logo and a search bar with fields for 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. Below the header, a breadcrumb trail shows the path: '< Back to Results' > **OVERVIEW** > DUTIES > QUALIFICATIONS & EVALUATIONS > BENEFITS & OTHER INFO > HOW TO APPLY

The job details section is for a position titled 'STUDENT TRAINEE (VARIOUS INDUSTRIAL TRADES)' within the 'Department of the Navy'. Key information includes the agency 'Commander in Chief of the U.S. Pacific Fleet' and the job announcement number 'NWS-XXXX-01-QOAPPR'. The salary range is listed as '\$27,068.00 - \$31,597.00 /year', and the open period is from 'Sunday, October 31, 2010 to Monday, October 31, 2011'. The series and grade are 'WG-2801', '2601', '3401', '3101', and '3601-01'. The position information states it is a 'Full-Time' role under the 'Student Career Experience Program'. Duty locations are 'Many vacancies - Bremerton WA, Bangor WA'. A note specifies that 'Applications will be accepted from United States citizens'.

The 'JOB SUMMARY' section describes the recruitment for the Student Career Experience Programs in services, machinery, mechanical, electrical, and structural disciplines. A list of job codes is provided: WG-2601-01, WG-2801-01, WG-3101-01, WG-3401-01, WG-3601-01, WG-3701-01, WG-3801-01, WG-4101-01, WG-4201-01, WG-4301-01, WG-5201-01, WG-5301-01, WG-5801-01, and WG-6001-01.

On the right side, a sidebar contains a 'Go to section of this Job:' dropdown menu and four buttons: 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below these buttons, the 'Agency Information' section provides instructions for applying online and a link to hardcopy instructions. The 'Questions about this job' section lists contact information: 'Resume Intake & Employment Information', 'Phone: 1-800-378-4559', 'TDD: 1-619-615-5649', and the 'Job Announcement Number: NWS-XXXX-01-QOAPPR' and 'Control Number: 1732503'. An arrow from the instruction text points to this 'Questions about this job' section.